

Requests must be submitted and approved at least two weeks prior to event

Fayetteville Parks and Recreation Event Permit Form

Phone: (479) 444-3471 Fax: (479) 521-7714

Web: parks.fayetteville-ar.gov E-mail: parks_and_recreation@fayetteville-ar.gov

GENERAL INFORMATION:

Organization: _____

Event Title: _____

Date(s) of Event: _____ Beginning time: _____ End time: _____

Location of Event: _____

Authorized Representative: _____

Telephone: (Primary) _____ (Secondary) _____

Address: _____

E-mail: _____

Has this event been held previously? If so, please indicate date. _____

Outside Vendor Info (please list name, contact information, promoter reporting number, and products and service vendor intends to sell during the event, for each vendor.)

If your event requires a pavilion, please go to fayetteville.onlinesignup.org to reserve.
From March 1 through September 30, pavilions may only be reserved for four hours at a time.

FACILITIES REQUESTED FOR TOURNAMENT/SPECIAL EVENT

All fields \$85 per day without lights/\$115 per day with lights. Please select all facilities requested.

Softball Fields

☐ Gary Hampton 1 ☐ Gary Hampton 2 ☐ Gary Hampton 3 ☐ Gary Hampton 4
☐ Lake Fayetteville 1 ☐ Lake Fayetteville 2 ☐ Lake Fayetteville 3 ☐ Wilson Park 1

Baseball Fields

☐ Walker Park 1 ☐ Walker Park 3 ☐ Walker Park 5 ☐ Walker Park 7 ☐ White River 1
☐ Walker Park 2 ☐ Walker Park 4 ☐ Walker Park 6 ☐ Walker Park 8 ☐ White River 2

Soccer Fields (no lights available)

☐ Lewis A ☐ Lewis C ☐ Lewis E ☐ Walker North
☐ Lewis B ☐ Lewis D ☐ Lewis F ☐ Walker South

Tennis Courts \$35 per day (includes lights)

☐ Wilson 1 ☐ Wilson 3 ☐ Wilson 5 (no lights) ☐ Walker 1
☐ Wilson 2 ☐ Wilson 4 ☐ Wilson 6 (no lights) ☐ Walker 2

Field PRACTICE Rental Fees

Non-league Participants	\$25/hr with lights	\$10/hr without lights
League Participants	\$15/hr with lights	Free – without lights

EVENT LOCATION (if not listed above): _____

DEPOSIT: A field deposit of \$50 per field is due upon approval, and is nonrefundable after 5pm the Monday prior to scheduled field usage. The remaining balance is due Tuesday by 5pm before reservation.

of fields _____ x \$50.00 per field **TOTAL FIELD DEPOSIT FEE \$** _____

There is a \$250 key and trash deposit due when reservation is approved.

TRAILS: If you have a trail event, please describe which trail sections you will need. _____

Please describe your event in as much detail as possible, and include any maintenance requests you may have.

All promotional materials must be attached. Detail any requests in regard to: tents, course maps, trash/clean-up, restrooms, parking, music, medical, security, electricity, etc.

Estimated Number of Participants/Teams: _____ Amount of Participant/Team Entry Fee: _____

Amount of Spectator Entry Fee: _____ Total number of people expected: _____

As a representative for the group and event requested on this form, I have read and understand the attached rules and regulations applying to the use of Parks and Recreation facilities. I will assume responsibility for the adherence to these regulations and policies if the request is approved, including compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- Any stipulations or rules outlined in the Special Event Request Form Instructions/Rules;
- The applicant assumes all liabilities that may arise

Representative's Signature _____ Date: _____

NOTE: Parks and Recreation reserves the right to deny or cancel any program/event that does not meet established rules and regulations, or when the requesting group is unable or unwilling to adequately perform all required duties and responsibilities related to the event, or for similar cause. Renter is responsible for any damages. Excessive and/or perceived intentional damage may result in refusal of any future rental.

For Office use only:

Facility is available on this date [] Maintenance required [] Concessionaire requested []

Staff comments: _____

Recreation Superintendent

Park Planning Superintendent

Maintenance Superintendent

OFFICE USE ONLY

Total Rental Fees Due

Deposit

\$ _____

Date _____

Remaining Balance

\$ _____

Date _____

Key and Trash Deposit

\$ _____

Date _____

Ball Field Rental Information

According to Fayetteville Code of Ordinances 97.016, Fayetteville Parks and Recreation has established fees to defray the costs of water, electricity, maintenance, and trash clean up. Fayetteville Parks and Recreation has soccer fields at Lewis Park. Softball fields are available at Lake Fayetteville, Gary Hampton, and Wilson Park. Baseball fields are available at Walker Park and White River Baseball Complex. Fees are listed below:

<u>Rental Fees</u>				
<u>Softball</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>	<u>Daily Rate w/Lights</u>
Gary Hampton	(4)	300' fields w/ lights	\$85	\$115
Lake Fayetteville	(3)	275' fields w/lights	\$85	\$115
Wilson	(1)	Approx. 200' w/lights	\$85	\$115

-Additional \$50 per field for temporary fencing for softball fields. Cost for temporary fencing is not refundable in the case of postponement of event.

-Additional \$50 per field, per day for mid-day field prep.

<u>Soccer</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>
Lewis	(6)	6 full size Fields	\$85

\$85 covers field layout as is. Different field layout requires additional \$50 fee per field. No lights available.

<u>Baseball</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>	<u>Daily Rate w/Lights</u>
Walker Park	(8)	Tee ball - 12 & Under	\$85	\$115
White River	(2)	315' Fields	\$85	\$115

What This Fee Includes

The rental fee includes field preparation for tournaments and/or games; equipment in desired locations; painted/chalked fields; use of restroom facilities; concession stand provided by existing contractor; and use of scoreboards (where available). If the scoreboard control panels are missing or broken, renter is responsible. NO PARKING in concourses or any other unauthorized areas.

Additional Services

If the renter requests additional services due to inclement weather conditions, an additional \$20/hour per Parks Staff member is required, plus the cost of supplies. Supplies include chalk/paint and quick dry.

For availability of fields and/or to obtain additional information regarding field reservations, please contact:

Adult Softball / Baseball	Soccer / Wilson Pool / Concerts	Youth Softball / Kickball / Camps
Brandon Shrader	Lacie Ballard	Joe Kieklak
Recreation Programs Manager	Recreation Programs Manager	Recreation Programs Manager
(479) 444-3471 x 3681	(479) 444-3471 x 8369	(479) 444-3471 x 3474

Trail Reservation

Trail event fees will be based on the event and whether or not the trail is required to be closed to the public. Parks and Recreation Staff will make a determination if the size and scope of the event requires the closure of a trail, or portion of a trail, to the public. If Staff determines the trail must be closed, then the trail can be closed for a maximum of four hours. 50% of rental fees, along with a key and trash deposit (based on the size and scope of the event) must be paid to complete the reservation. Total fees must be paid in full by the Friday following the event. Failure to make payment will result in a penalty of \$10 per business day. In the event of unauthorized usage or damage to trails during use, the organization will be responsible for compensating the City for the cost of repairs. The event organizer will be responsible for all trail signage notifying the public prior to and during the event, as well as staffing the appropriate section(s) of the trail during the event to avoid trail user conflict. Signs must be pre-approved by FPR Staff and posted prior to the event. **There is absolutely no marking of any kind on the trails. In addition, no promotional material may be posted on signs, posts or trees along the trail. If trails require closing, then the hourly Trail Fee is \$150, plus \$150 Special Event Permit Fee. Active-Transportation Trails will not be closed to the public.**

Special Events are permitted in Fayetteville Public Parks, provided the following guidelines are followed:

1. Special Event forms must be completed and submitted to Parks and Recreation no later than 14 days prior to the event. Events will be reviewed and permitted on a case by case basis based on many issues including, but not limited to:

- Park Schedule
- Type/Size of Event
- Number of participants
- Size of Parking Lot/Number of Parking Spaces
- Impact of event on other park or trail users.

2. Events may not be exclusive. Events utilizing public parks must allow any person or resident the ability to participate.

3. Fund-raising Events - As stated by City Ordinance, No person in a park shall expose or offer for sale any article or thing, nor shall he station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. Exception is here made as to any regularly licensed concessionaire acting by and under that authority and regulation of the city and nonprofit groups on an annual basis. (Ordinance 97.086)

4. Events raising money for non-profit organizations must provide a letter from the organization's Executive Director, acknowledging the event and the organization's participation. Fees will be waived only at the discretion of the Mayor or his/her designee. Events **collecting** money for participation in any fashion must pay a \$150 Special Event Permit Fee for the selected trail or park area.

5. The size of the event can not exceed the number of parking spaces in the selected park facility. Vehicles can only be parked in designated areas. Overflow parking can only be allowed at special events where Parks and Recreation Staff are supervising the event.

6. If there is an exchange of money/registration fee, a \$150 Special Event Permit Fee is required. All special events and any pavilion rental with 100 or more people requires a \$250 key check out and cleaning deposit that must accompany the Event Request Form. This deposit will be returned provided the key is returned within three business days, and the park is left clean, free of trash, and undamaged. (Ordinance 97.086).

7. According to Fayetteville's Code of Ordinances, tournament/special event organizers are not permitted to hang banners, posters, flyers or other printed advertising materials prior to the event. Sponsors are permitted to hang banners and/or posters in areas pre-approved by Parks and Recreation on the day of the event. Any pre-approved banner may not be displayed until the morning the event begins and must be removed at the completion of the event (Ordinance 97.087).

8. No person in a park shall construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands, except on special written permit obtained from the city (Ordinance 97.036).

9. Any marking on trails or sidewalks is strictly prohibited. Any painting or marking on athletic fields without specific permission from Parks and Recreation is also prohibited. No inflatables of any kind are permitted, nor are any activities requiring the use of animals such as pony rides, camel rides, etc.

10. Hold Harmless Clause: The City of Fayetteville shall not be liable to users, employees, agents, invitees, licensee, visitors, or to any other person for injury to person or damage to property on premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the premises under express or implied invitation by user. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.

Please note: Any event requiring a Noise Variance, Street Closure, or other additional service, the organizer is responsible for completing a Special Event Permit through the City of Fayetteville at http://www.fayetteville-ar.gov/government/parking_mgmt/special_event_permit/index.cfm